

DACUM Research Chart for Department Chairperson

DACUM Panel

Debby Defee
Department Chair
Food Service/Culinary Arts

Kirk Hunter
Department Chair
Chemical/Environmental Laboratory
Technology

Fred Khozein
Department Chair
Biomedical Equipment Technology

Jeff Looper
Department Chair
Air Conditioning & Refrigeration
Technology

Amy Patrick
Department Chair
English and Technical
Communications Technology

Sherry Pierce
Department Chair
Webmaster Technology

Donna Wishon
Department Chair
Telecommunications Technology

DACUM Facilitators

Beverly Clark
Samantha Lee
Ron Sanders
Larrie Barkley, Team Leader

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DACUM Research Chart for Department Chairperson

Duties		← Tasks				
A	Manage Student Relations	A-1 Perform career advisement	A-2 Perform academic advisement	A-3 Register new/returning students	A-4 Process student documentation (e.g., add-drop, grade change, grades)	
		A-10 Review scholarship applications	A-11 Award department scholarships			
B	Manage Department Faculty And Staff	B-1 Manage departmental scheduling	B-2 Conduct departmental personnel scheduling	B-3 Mediate faculty/staff concerns	B-4 Conduct departmental meetings	B-5 Delegate departmental tasks
C	Manage Departmental Curricula	C-1 Conduct DACUMs/surveys	C-2 Review department curricula	C-3 Revise department curricula	C-4 Develop new curricula	C-5 Prepare documentation for curricula modifications
D	Manage Recruiting Activities	D-1 Develop a departmental recruiting plan	D-2 Develop marketing materials	D-3 Participate in recruiting events (e.g., college preview, high schools)		D-4 Exhibit at trade shows & conferences
E	Manage External Relationships	E-1 Solicit advisory committee/SICC members	E-2 Conduct industrial training	E-3 Conduct CPE/CE training	E-4 Provide consulting services	E-5 Facilitate advisory committee meetings
		E-12 Negotiate external learning experiences (e.g., cooperative education, internships clinicals)			E-13 Administer certification/licensure exams (e.g., FCC, safety)	
F	Manage Department Facilities/ Equipment	F-1 Coordinate maintenance of building	F-2 Coordinate building security	F-3 Coordinate building safety protocols	F-4 Coordinate equipment maintenance	F-5 Coordinate inventory control
G	Manage Departmental Documentation	G-1 Maintain departmental unit action plan	G-2 Maintain departmental agreements & contracts	G-3 Maintain departmental licenses & permits	G-4 Maintain safety documentation (e.g., MSDS, chemical inventories)	
		G-11 Maintain advisory committee minutes	G-12 Update department self-study book			
H	Manage Department Budgets	H-1 Project budget needs	H-2 Develop budget plans	H-3 Implement approved budget plans	H-4 Process department travel documents (e.g., request, vouchers)	
I	Perform Administrative Department Chair Functions	I-1 Participate in meetings	I-2 Serve on committees (e.g., CIP, DDSS, retention)	I-3 Maintain activity calendar	I-4 Maintain task list	I-5 Maintain a journal

A-5 Resolve student academic concerns	A-6 Perform personal advisement	A-7 Coordinate student needs with student services (e.g., residential life, counseling, financial aid)	A-8 Manage placement activities (e.g., cooperative education, internships, clinicals)		A-9 Facilitate extra curricular activities (e.g., student clubs, contests)	
B-6 Provide mentoring/coaching	B-7 Recommend disciplinary actions	B-8 Support faculty/staff in professional development (e.g., license, certification)		B-9 Liaise between administration & department		
C-6 Assist with course development	C-7 Assist with development of outcome assessment		C-8 Prepare curricula information for distribution	C-9 Coordinate resources with bookstore	C-10 Coordinate resources with library	C-11 Maintain degree audits
D-5 Respond to information requests	D-6 Conduct departmental tours	D-7 Manage departmental website	D-8 Participate in media events	D-9 Judge contests (e.g., Skills USA VICA, science fairs, contests)		
E-6 Solicit external funds & resources	E-7 Negotiate tech-prep agreements	E-8 Negotiate articulation agreements (e.g., 2+2+2)	E-9 Negotiate with vendors (e.g., Publishers, Ozarka, tools)		E-10 Participate in alliances & consortiums	E-11 Participate in grant development
F-6 Coordinate delivery of non-monetary donations		F-7 Procure resources for instruction				
G-5 Maintain course documentation	G-6 Maintain grant documentation	G-7 Maintain COP/SOS books	G-8 Process department personnel documentation (e.g., leave request, ALPs)		G-9 Update alumni documentation	G-10 Maintain advisory committee/SICC lists
H-5 Manage department expenditures	H-6 Manage department revenue	H-7 Monitor receipt of goods/services				
I-6 Respond to administrative requests	I-7 Request emergency/auxiliary funding	I-8 Coordinate with corporate college activities	I-9 Provide services for other departments (e.g., HAZMAT for security, wireless installs)		I-10 Manage department hiring process	I-11 Respond to correspondence (e.g., e-mail, letters, phone)

Duties		Tasks			
J	Teach Classes	J-1 Reference faculty DACUM			
K	Participate in Professional/Personal Development Activities	K-1 Participate in trade shows, conferences, seminars, & workshops	K-2 Present at trade shows, conferences, seminars, & workshops	K-3 Complete education/training activities (e.g., degree, certificates, licensures)	
		K-4 Prepare paperwork for publication articles	K-5 Serve on professional organization committees		

General Knowledge and Skills

Computer skills
 Oral/written communication skills
 Interpersonal skills
 Accounting skills
 Internet skills
 Basic research skills
 Discipline expertise
 Data colleague skills
 Organizational skills
 Knowledge of organizational structure
 Management skills
 Knowledge of educational theory – practice
 Planning skills
 Knowledge of Texas State Government
 Knowledge of industry
 Discipline trends
 Leadership skills

Worker Behaviors

Ability to multi-task
 Compassion
 Ability to meet deadlines
 Level-headed
 Even-tempered
 Respectful
 Patience
 Friendly
 Professional vocabulary
 Appropriate attire
 Good hygiene
 Versatility
 Flexibility
 Common sense
 Fair to employees
 Positive attitude
 Punctual/time conscious
 Trustworthy
 Ethical
 Reliable
 Thrifty

Creative
 Mentor
 Independent
 Thick-skinned
 Able to maintain confidentiality
 Inquisitive
 Open (open-minded)
 Non-judgmental

Acronyms

COP – College Operating Procedures
 SOS – System Operating Standards
 SICC – School Industry Cooperative Committee
 DDSS – Deaf and Disabled Student Services
 CIP – Classification of Instructional Programs
 SACS – Southern Association of Colleges and Schools
 MSDS – Materials Safety Data Sheets

Department Chairperson DACUM Research Chart

Tools, Equipment, Supplies and Materials

PDA
Computers
Laptop
Tablet notebooks
Calendars
Pens
Pencils
Software packages (specialized)
Communication software (e-mail)
Learning management system
Calculators
Phones (cells/other)
Personal protective equipment (safety)
Paper
Office equipment (printers, faxes)
Shredders
Business cards
Office supplies
Private area (with door)
Transportation
Recruiting materials/displays
Projectors
Hardware
Multi medias
Pointers

Future Trends and Concerns

Use of wireless technology
Facilitate or help to maintain quality of instruction
Fast growth of technology
More responsibility/accountability for outcomes
Possibility of exit exams
Less state funding, more of generated
More responsibility/additional duties
Bi/tri-lingualism
Advanced degrees required
Increase in non-English speaking students
Department chair will be a job that is applied for, not appointed
Qualified faculty/staff
More extramural funding
Department chair training
Changes in administration
Coordinating changes
Sacs changes
High school score changes
More use of advanced technology
Paperless technology
Decrease funding of student loans
Decreased enrollment
Increased enrollment